

		Department of Administrative Services Central Procurement and Fleet Services Enterprise			
		Title/Subject:		Fleet Services Vehicle Disposal	
		Applies to:	All Executive Branch Employees, Non-Employees Representing the State	Effective Date:	6/30/2022
				Revised Date:	6/1/2025
			End Date:		
X	Policy	Approved by:	Director Adam Steen	Policy #	650.055
X	Procedure	# of Pages:	2	Procedure #	650.055
	Other	Instruction:			
Legal Authority: IC 8A.361					

I. Purpose

- A. The purpose of this policy is to advise agencies of the parameters and method of vehicle disposal.

II. Policy

- A. State vehicles must meet eligibility requirements for disposal, and the appropriate procedures must be followed to ensure they are properly disposed of.

III. Procedure

A. Guidelines

1. Vehicle Replacement Criteria
 - a) Passenger Vehicles and Light-Duty Trucks: Eligible for replacement at a minimum of 120,000 miles, 10 years of age, or when repair costs exceed 50% of the NADA clean trade-in value.
 - (1) Agencies should plan orders based on average monthly mileage and anticipated lead times.
 - b) Medium-Duty Trucks and Buses (Gasoline): Eligible for replacement at 125,000 miles or 10 years of age. Delivery times vary.
 - c) Medium-Duty Trucks and Buses (Diesel): Eligible for replacement at 200,000 miles or 10 years of age. Delivery times vary.
 - d) Heavy-Duty Trucks and Buses (Diesel): Eligible for replacement at 400,000 miles or 10 years of age. Delivery times vary.
2. Vehicle Reallocation. The DAS Fleet Vehicle Reallocation Program allows State agencies to transfer underutilized vehicles to other State agencies through the GovDeals platform.
 - a) This centralized listing is available to agencies under Iowa Code 8A.361.

- b) Vehicles must be less than 10 years old and have fewer than 120,000 miles to qualify for reallocation.
- 3. Vehicle Disposal.
 - a) Retired and salvaged vehicles are sold through Insurance Auto Auctions (IAA) located in De Soto, Iowa.
 - b) Auctions are held every Tuesday, and vehicles are listed on the IAA website two weeks prior to the sale.
 - (1) For more information, contact IAA at 515-823-0600.
 - c) Interdepartmental sales of used vehicles are also available via the State's GovDeals website.

B. Communication

- 1. This Policy is available on the DAS Fleet Services website.
- 2. Inquiries regarding this Policy shall be presented in writing to the DAS Fleet Manager.